

Department of Cultural Resources  
Division of Historical Resources  
Government Records Branch  
**RECORDS RETRIEVAL FORM**

INSTRUCTIONS: Use this form to request records previously transferred to the State Records Center. Please **complete all fields in Sections 1 and 2.** **NOTE: as of 10-13-2003, agencies in Raleigh must send staff to the SRC to personally pick up files.** Out-of-town agencies: indicate if staff should be called when files are ready for pick up (or use at SRC), or if the file should be mailed / sent by interoffice / sent by courier mail. Keep a duplicate and return the original to:

Mail to: Government Records Branch, 4615 Mail Service Center, Raleigh, NC 27699-4615

Hand delivery: State Records Center, 215 North Blount St., Raleigh, NC

**NEW Phone: 919-807-7370**

**FAX: 919-715-3627**

**Courier Service No.: 51-81-20**

**SECTION 1**

<u>REQUESTER'S NAME</u>	<u>DEPARTMENT/DIVISION</u>	<u>DATE</u>
<u>TELEPHONE NUMBER</u>	<u>BUILDING AND ROOM NUMBER</u>	<u>CHECK ONE:</u> <u>MAIL</u> _____ <u>CALL</u> _____ <u>WILL PICK UP</u> _____

**SECTION 2 RECORDS / INFORMATION REQUESTED**

**DATES**

**ITEM NUMBER**



**SECTION 3 (PLEASE DO NOT WRITE BELOW THIS LINE. STATE RECORDS CENTER USE ONLY)**

REQUEST TAKEN BY:	TIME:	DATE:
RECORDS FORWARDED:	TIME:	DATE:
INFORMATION GIVEN:	TIME:	DATE:
RECORDS NOT FOUND:	REASON:	DATE:
RECORDS PREVIOUSLY CHARGED TO (Name):	AGENCY:	DATE:

ITEM NUMBERS:	SERVICES:	REFILES:

SEARCHER: \_\_\_\_\_